MEETINGS IN A HYBRID WORKPLACE

Running great team meetings has always required skill. Our current hybrid work environment adds layers of complexity for scheduling, meeting spaces and engagement. There is no one magic solution for conducting meetings in a hybrid workplace, but some planning, technology and good team agreements can create effective and enjoyable meeting experiences. Below are some things for you to consider when convening team meetings in a hybrid workplace.

IN-PERSON:

Definition: In-person meetings are when all participants are present in the same location.

Considerations: In-person meetings create opportunities for connection and relationship building, but they can be a challenge to schedule in a hybrid work environment.

Tips and Resources:

- One option is to schedule a day when all team members are in the office, but this is not always practical or possible depending on space and time constraints.
- Schedule in-person meetings less frequently, and with lots of notice, so people can make arrangements to be on campus. Communicate your expectation for attendance.
- Structure the meeting around relational connections, meaningful dialogue, or activities requiring physical presence that make it special rather than something that could be done online. Where possible, provide some refreshments.
- Take [Make Meetings Matter](#) or [Facilitate Collaboration](#) courses to improve meeting skills.

ONLINE/VIRTUAL:

Definition: Online or virtual meetings occur when all participants use technology to individually attend online from their campus workspace, a meeting room, or a remote location.

Considerations: Technology such as MS Teams, Zoom and various online collaboration tools have made it easier to conduct engaging online meetings that allow everyone to have a voice, collaborate on shared documents, and engage in smaller breakout discussions. Online meetings require planning, good design/structure, technical skills, and team agreements to be effective.